

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Notice of Availability of Grant Funds**



**FFY 2020 Emerging Adults Reentry Initiative
Technical Assistance Provider**

March 10, 2020

**Charles D. Baker
Governor**

**Karyn E. Polito
Lieutenant Governor**

**Thomas A. Turco, III
Secretary**

**Kevin J. Stanton
Executive Director**

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research**

**State Fiscal Year 2020
2020 Emerging Adults Reentry Initiative
Technical Assistance Provider
Availability of Grant Funds
Applications Due: Friday, March 27, 2020**

Overview: Emerging Adults Reentry Initiative

With the goal of reducing recidivism and increasing public safety, the Executive Office of Public Safety and Security’s Office of Grants and Research (OGR) is responsible for administering state funds for reentry programming for pre- and post-release offenders currently within and/or outside the prison walls. This initiative is being supported by state funds authorized by Chapter 41 of the Massachusetts Acts of 2019, An Act Making Appropriations for Fiscal Year 2020.

The Emerging Adults Reentry Initiative provides funds to nonprofit organizations with proven experience providing reentry services shown to reduce recidivism amongst the 18-25 years of age population and demonstrated history of working collaboratively with the MA Department of Correction (DOC) and/or Sheriff’s Office serving that population. Funds will be awarded to up to six (6) community reentry program sites to provide pre- and post-release services to the target individuals and to work closely with a correctional partner to identify, serve, and monitor program participants. A Technical Assistance Provider will be selected through this competitive process to assist funded community reentry sites by providing strategic, analytic, technical and research support.

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SECTION 1 - IMPORTANT HIGHLIGHTS

1.1 Key Dates

ACTIVITY	DATES
AGF Posted	March 10, 2020
Application Due	Friday, March 27, 2020, 4:00 p.m.
Award Notification	Early April 2020
Performance Period	April 2020-December 31, 2020

1.2 Funding Overview

EOPSS and OGR expect to award up to \$100,000 in 2020 **Emerging Adults Reentry Initiative** Grant Funds to one (1) Technical Assistance Provider. The TA provider will work with the six (6) recipients funded as a result of the Emerging Adults Reentry Initiative Grant. Each applicant should only apply for up to \$100,000 in funding. This is a competitive award process; EOPSS OGR may award full funding, partial funding, or no funding.

1.3 Applicant Eligibility

Public and quasi-public entities or non-profit entities established to fulfill a primary public purpose are eligible to apply for funding. The applicant must have some level of practical or operational experience of community based reentry services; providing technical assistance and evaluation services, implementing reentry programs with a research-based or evidence-based program design, and be able to provide such services for all types of reentry programs.

SECTION 2 - GRANT COMPLIANCE DETAILS

2.1 Fund Disbursement

Details about the fund disbursement process will be provided when the awards are made.

2.2 Project Duration

Applicants must apply for up 9 months of funding. The anticipated funding cycle for projects will begin on or about **April 1, 2020 and end on December 31, 2020.**

2.3 Grant Recipient Requirements

Recipients must abide by the grant requirements below and the OGR Sub-recipient Grant Conditions which will be provided at the time of contracting.

2.3.1 Grants Management

If awarded:

- The TA provider must be willing to travel throughout the Commonwealth to the locations where the 6 recipients of the Emerging Adults Reentry Initiative will be providing services.
- The TA provider will ensure the recipients' submission of satisfactory and timely progress reports and quarterly financial reports, as well as, at a minimum, quarterly individual and recidivism data as outlined in **Appendix A: Reentry Performance and Outcome Measures.**

- The TA provider must:
 1. include DOC/Sheriffs/Probation and Parole in trainings and
 2. work with correctional or supervision agencies in the development of emerging adult practices.
- The TA provider will be the single point of contact for the management of the grant for all 6 of the Emerging Adults Reentry Initiative grant recipients.
- The TA provider will hold monthly in-person and/or virtual meetings, provide evaluation tools, and engage in trainings with the 6 Emerging Adults Reentry Initiative grant recipients.
- OGR requires full cooperation from grant recipients during monitoring endeavors including site visits, desk reviews, and attendance at technical assistance meetings.
- All costs paid with grant funds must be direct and specific to the implementation of the Emerging Adults Reentry Initiative-funded project (see *Table 1, p. 9* for detailed cost descriptions).

2.3.2 Procurement

- Within 15 days of receiving an award as the Technical Assistance Provider to the Emerging Adults Reentry Initiative community program sites, the recipient must submit a **Memorandum of Understanding (MOU)** signed by an authorized signatory of the community reentry program site and the Technical Assistance Provider that outlines the respective roles and responsibilities of the Technical Assistance Provider and their grant partner sites. A draft sample MOU must be included with the application as *Attachment D*.
- Procurement of services, equipment and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities, and the Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.
- It is the responsibility of the recipient to report alleged waste, fraud or abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with related laws and regulations or appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General
 John W. McCormack State Office Building
 One Ashburton Place, Room 1311
 Boston, MA 02108
 617-727-9140
MA-IGO-General-Mail@massmail.state.ma.us

Office of the State Auditor
 Massachusetts State House, Room 230

2.3.3 Other Requirements

- The TA provider will assist the community reentry program directors and funded community reentry programs by providing strategic thinking, critical analysis, and continuous feedback to improve or maintain program operations and ensure that the goals of the funded Emerging Adults Reentry programs are within scope, on schedule and within budget.
- The TA provider will inform the site program director and other program stakeholders as to emerging and relevant evidence-based and best practices research specific to comprehensive, multi-disciplinary approaches as defined by the criteria in the **Definitions for Evidence-based or Promising Programs and Practices** section below.
- The TA provider will work with the community reentry program directors and correctional partners to recommend risk/needs assessment tools to identify eligible participants, inform reentry/transition planning, and guide service delivery.
- The TA Provider is required to present recommendations and propose suggestions for their funded community reentry program colleagues (via technical assistance meetings, webinars, and email communications) based on:
 - Outcomes and performance of the funded community reentry programs; and
 - Knowledge gained from research and evaluation literature;
- Minimal recommendations should:
 - Suggest improvements to services;
 - Advise changes to program strategy;
 - Improve communication and collaboration within the community;
 - Identify gaps in community programming;
 - Determine emerging trends in the community; and
 - Advance means of data collection.
- The TA provider will provide and/or facilitate technical assistance for the community reentry program directors and program partners on relevant topics such as, but not limited to, use and implementation of risk/needs assessment tools for reentry planning, program strategies, measuring and monitoring program fidelity, quarterly reporting, etc., on an as needed basis.
- The TA provider must attend all scheduled technical assistance meetings or other trainings deemed mandatory by EOPSS OGR.

Definitions for Evidence-based or Promising Programs and Practices

1. Evidence-based program or practice:

A program or practice with levels of effectiveness determined as a result of rigorous evaluation such as randomized controlled trials, statistically controlled evaluations that incorporate strong control or comparison group designs, or a single large multi-site randomized study. Typically, these programs have specified procedures that allow for successful replication.

2. Promising program or practice:

A program or practice that meets the “evidence-based” or “research-based” criteria based upon preliminary information, statistical analyses, or a well-established theory of change. Promising programs and practices have been tested using less rigorous research designs that do not meet the evidence-based or research-based standard. These programs and practices typically have a well-constructed logic model or theory of change.

Programs may include practices such as screening, assessment, case management, monitoring service delivery, referring and linking clients to services, and other activities targeted to recidivism reduction. For programs, applicants are expected to focus on treatment needs that are driving an individual’s criminal behavior, such as criminal thinking and poor impulse control. Programs should target their resources solely on the specific factors of an offender’s behavior and cognition that are related to risk for recidivism.

Resources for Evidence-Based Program or Practice or Promising Program or Practice

To assist in determining project activities for this initiative, applicants are encouraged to visit:

- a) the National Institute of Corrections’ *What Works in Reentry Clearinghouse* website at: <https://whatworks.csgjusticecenter.org/>;
- b) the Office of Justice Programs’ National Institute of Justice’s *Crimesolutions.gov* website at www.crimesolutions.gov; or
- c) the Results First Clearinghouse Database at <https://www.pewtrusts.org/en/research-and-analysis/data-visualizations/2015/results-first-clearinghouse-database>

Related TA Provider Requirements

1. Program Fidelity

Ensure funded community reentry programs demonstrate efforts to safeguard program fidelity. Program fidelity is defined as staying true to the original program design, and not changing or adapting evidence-based programs or practices during implementation.

2. Implementation Oversight and Fidelity Monitoring

Ensure proper implementation, by helping funded community reentry programs establish strong monitoring systems for all funded programs, including those administered by vendors. This monitoring should ensure that evidence-based programs or practices or promising programs and practices:

- Are carried out with fidelity to their design;
- Incorporate the elements that are critical to their effectiveness; and
- Use information gathered through monitoring to make any necessary adjustments.

SECTION 3 - APPLICATION PROCESS

3.1 Application Instructions

Acceptable application formatting includes:

- **One original** and **three copies** of the proposal;
- Templates for Attachments A-C (<https://www.mass.gov/service-details/justice-and-prevention-grants>);
- Binders clips or paper clips to affix application (please do not staple proposal or attachments);
- Typed, single-spaced, using PDF fillable template provided; and
- For any attachments where a PDF template is not provided, the format should be typed, single-spaced, 12-point font with one inch margins.

3.2 Required Sections

3.2.1 Application Template (*Attachment A*)

Program Narrative

- *Applicant Qualifications and Experience*
 - Applicants must agree to enter into and submit a sample **MOU** with the funded community reentry program(s) which outlines the respective roles and responsibilities of the applicant and their partner site(s). A draft sample MOU must be included with the application as *Attachment D*.
 - Provide resumes of all individuals who will be filling any key role or having key responsibilities on this project. Resumes can be included with the application as **Additional Material (Attachment E)**.
 - Demonstrate the applicant's knowledge and experience working on a project with a comprehensive, multi-disciplinary approach based on **Evidence-based or Promising Programs and Practices**. Include:
 - Knowledge and experience relating to evidence-based practices and best practices research relevant to this model. ¹
 - Based on the anticipated strategy for each Emerging Adults Reentry Initiative grant recipient, detail the applicant's capacity to provide support, assist, guide and potentially re-assess the feasibility and appropriateness of the selected strategy with the community reentry program director.
- *Program Strategy*
Action Research
Explain the methods the applicant will use to provide strategic, analytic, technical and research support when assisting the funded community reentry programs and correctional partners in improving or maintaining the Emerging Adults Reentry Initiative strategy and outcomes.

¹ For more information regarding the Office of Juvenile Justice and Delinquency Prevention Best Practices (Second Edition) at <https://www.ojjdp.gov/mpg>

- How will the applicant assess the effectiveness of the implemented *Emerging Adults Reentry* strategy?
- What data will be used?
- How will the data be collected and analyzed?
- How will this information be communicated?
- How will the applicant inform the funded community reentry programs and correctional partners as to emerging and relevant evidence-based and best practices research specific to comprehensive, multi-disciplinary approaches?
- What methodology/steps will be used for collecting, organizing and archiving this information for ease of accessibility to all stakeholders?
- How frequently will the applicant present recommendations and proposed suggestions (as outlined in **2.3.3 Other Requirements**) to the funded community reentry programs and correctional partners?
- Define the methods for establishing an effective working relationship with the funded community programs and their correctional partners.

Reporting Technical Assistance

Explain how the applicant will assist the funded community reentry program sites and community reentry program directors to ensure timely and accurate programmatic reporting. Explanations should include:

- How the applicant will assist with data entry and processing, and reviewing and validating the data.
- How the applicant will provide technical assistance related to data collection, reporting and evaluation.

3.2.2 Budget Excel Workbook (*Attachment B*)

This section outlines the budget necessary to implement the applicant's proposed strategy. Applicants must:

- **Submit a nine-month budget.**
- Utilize *Attachment B* to document the proposed costs for each cost category (see *Table 1, p. 8*). Estimated costs must be identified.

Table 1. Definitions of Each Budget Cost Category

Budget Cost Categories	Explanation of Costs
Personnel	<ul style="list-style-type: none"> • Full- or part-time regular salaried employees working on the grant.
Fringe	<ul style="list-style-type: none"> • Employer Fringe benefits requested to be paid by this grant can be based on either: 1) organization’s actual known paid costs for each benefit category, or 2) an established formula applied to the base salary numbers shown above, broken out by the benefit category. Fringe benefits are for the personnel listed in Personnel budget category and only for the percentage of time devoted to the project. Employer paid payroll taxes may also be included as a separate cost.
Contracts/ Consultants	<ul style="list-style-type: none"> • The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour (excluding travel and subsistence costs). Any request for compensation over \$650 per day requires prior written approval by OGR. • Contracts – a competitive process based on the municipality’s procurement policy should be followed when procuring contracted services. • <i>Contract salary, fringe benefit, travel, and other costs should be placed within this category and follow instructions within personnel, fringe, travel and other cost categories.</i>
Travel	<ul style="list-style-type: none"> • Travel directly related to the purpose of the grant. • In-state travel costs associated with the grant shall include mileage rates not in excess of \$0.45 per mile, as well as the actual costs of tolls and parking. Out-of-state travel not allowed.
Equipment	<ul style="list-style-type: none"> • Tangible, non-expendable personal property having a useful life of more than one year; cost based on classification of equipment (e.g., communication, IT, etc.).
Supplies	<ul style="list-style-type: none"> • General supplies required for project or office (pens, pencils, postage, training material, copy paper, and other expendable items such as books, ink, etc.).
Other	<ul style="list-style-type: none"> • Items (e.g., direct and/or support service costs, rent costs, telephone costs, reproduction costs, training material costs). Identify each item specifically.

Unallowable Costs

No grant funds may be spent for the following:

- Food or beverages for programming, trainings, conferences or staff meetings;
- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive);
- Gift cards;
- Clothing;
- Construction, office furniture, or other like purchases;
- Vehicles;
- Luxury items;
- Real estate.

3.2.3 Contractor Authorized Signatory Listing (*Attachment C*)

Complete this form by following the instructions within the attachment.

3.2.4 Sample MOU (*Attachment D*)

See MOU (p. 4 and p. 7) for further instructions.

3.2.5 Additional Material (*Attachment E*)

Applicants may attach any additional material that will be helpful to reviewers, including but not limited to cooperative agreements or letters of support to demonstrate collaboration or evidence of strategic, analytic, technical and research support related to community reentry.

Applicants should be aware that award determinations will be based primarily on the required information provided in the application. Please note, that additional material will not necessarily be factored into the scoring of the application.

3.3 Submission Process and Deadline

Applications must be submitted in hard copy and electronically. Please read instructions below carefully. **Questions regarding this application can be sent to elizabeth.m.flynn@mass.gov.**

Step 1: Hard Copy Submission

Mail or hand-deliver **one (1) signed original and three (3) copies** of the required documents below **no later than Friday, March 27, 2020 at 4:00 p.m.** Faxed or e-mailed proposals will **not** be accepted. Please use binder clips or paper clips (no staples or ring binders).

Required Documents for Hard Copy Submission

- Attachment A: Application Template – Page 2 signed (in blue ink) and dated
- Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
- Attachment C: Contract Authorized Signatory Listing - signed (in blue ink) and dated
- Attachment D: Sample Memorandum of Understanding, signed (in blue ink) and dated by both parties
- Attachment E: Additional Material

Completed applications must be mailed or hand-delivered² to:

The Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720
Boston, MA 02116
Attention: Elizabeth Flynn

ONE ORIGINAL and THREE COPIES of the proposal **must be received by 4:00pm on March 27, 2020.** *Faxed proposals will not be accepted*

Step 2: Electronic Submission

² If you choose to hand deliver the proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2nd floor.

Email the completed Application Template (Attachment A) as a fillable PDF (not as a scan) and Budget Excel Worksheet (Attachment B) to elizabeth.m.flynn@mass.gov **no later than Friday, March 27, 2020 at 4:00 p.m.**

Required Documents for Electronic Submission

- Attachment A: Application Template as a PDF (not as a scan). (Signatures not necessary.)**
- Attachment B: Budget Excel Worksheet Form

**Adobe Reader version 9.5 or higher is necessary to open, complete, and save the Application Template as a PDF. Adobe may be downloaded at <http://get.adobe.com>.

3.4 Proposal Review Process

Applications will be subject to a competitive review process and may be reviewed in tandem with the respective Emerging Adults Reentry Initiative applications. Each application will be evaluated based on the following:

- **Relevancy of applicant qualifications and experience.**
The applicant's demonstrated knowledge of, and past professional experience providing strategic, analytic, technical and research support of evidence-based and best practices relevant to providing reentry services shown to reduce recidivism amongst the 18-25 years of age population, will help to determine the applicant's capacity to provide support to the Emerging Adults Reentry Initiative program sites.
- **Quality of action research.**
The applicant's demonstrated ability to present qualitative and quantitative data will be used to determine the applicant's ability to inform the Emerging Adults Reentry Initiative stakeholders of the emerging trends and program effectiveness.
- **Justification of the partnership and collaboration.**
Evidence of existing or proposed partnerships between the applicant and community reentry programs will be used to determine if the proposed partnership will result in productive and effective efforts that help reduce the recidivism amongst the 18-25 years of age population. Additionally, the applicant's ability to adequately allocate resources for reporting assistance will be taken into consideration.
- **Consistency between the proposed budget and strategy.**
The proposed Budget will be evaluated to ensure that the approved cost categories are comprised of items which ensure proper implementation and maximum effectiveness of the proposed strategy.

SECTION 4 - AWARD DETERMINATION AND NOTIFICATION

All final funding decisions are at the discretion of the Secretary of Public Safety and Security. It is anticipated that grant awards will be announced in early **April 2020**.

Applications will be reviewed and assessed for completeness, clarity, and reasonableness of all required components.

Grant applications will be subject to a **competitive review process** and all proposals will be numerically assessed based on the following factors:

- **Project Narrative** including statement of the problem, needs assessment, and program description: 30 points
- Realistic, thorough and achievable **goals, objectives, timelines, and activities**: 15 points
- Description of proposed **performance measures** and **data collection methods** used for quarterly reporting of progress and performance metrics: 15 points
- Reasonable and cost effective **budget** demonstrating allowable costs and compliance with state rules: 30 points
- Ability to follow **Submission Procedures** (adherence to rules and guidelines for submitting this grant such as blue ink signatures, submitting required attachments, not exceeding page limits, completed **Applicant Information** and **Program Information** sections, etc.): 10 points

Funding recommendations will be made to the Executive Director of OGR, Secretary of Public Safety and Security and the Governor. It is anticipated that grant awards will be announced in early **April 2020**.

SECTION 5 - PROPOSAL CHECKLIST

- Completed Application Template** (*Attachment A*) - A completed and signed Application Template submitted electronically as a fillable PDF to: elizabeth.m.flynn@mass.gov and as a hard copy in the application package.
- Budget Excel Workbook** (*Attachment B*) submitted electronically and as a hard copy in the application package
- Contractor Authorized Signatory Listing** (*Attachment C*) signed and submitted hard copy in the application package
- Sample MOU** (*Attachment D*) submitted hard copy in the application package
- Additional Material** (*Attachment E*) submitted hard copy in the application package

Appendix A: Reentry Performance and Outcome Measures

1. Aggregate Program Data to Report:

#	Output Measure	Definition	Data Grantee Reports
1	Number of participants served by program	An unduplicated count of the number of individual youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. Program records are the preferred data source.	A. Number of participants carried over from the previous reporting period. B. New admissions during the reporting period
2	Number of services provided to participants	Report the number of participants who received various services during the reporting period. Program records are the preferred data source.	A. Number of participants enrolled in a Cognitive Behavioral Therapy program (such as T4C) B. Number of participants enrolled in family support services C. Number of participants enrolled in job readiness services D. Number of participants enrolled in mental health services E. Number of participants enrolled in substance use/abuse services F. Number of participants enrolled in educational services G. Number of participants enrolled in employment training services
3	Number of drug/alcohol tests performed	The number of drug and alcohol tests performed on participants served by the program during the reporting period. Tests could be urinalysis, blood tests, or other proven reliable forms of drug and alcohol testing. Report the number of TESTS conducted , rather than the number of people tested (it is understood that one person may be tested several times, or tested using several methods during a reporting period).	A. Number of drug and alcohol tests performed during the reporting period B. Of A, the number of positive tests recorded
4	Number of participants completing program requirements	The number of program participants who have successfully fulfilled all program obligations and requirements. This does not include participants who are still in ongoing programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet before program completion. The total number of participants (the "B" value) includes those participants who have exited successfully and unsuccessfully. Program records are the preferred data source.	A. Number of program participants who exited the program having completed all program requirements during the reporting period. B. Total number of participants who exited the program during the reporting period (either successfully or unsuccessfully)

#	Outcome Measure	Definition	Data Grantee Reports
5	Employment Status	<p>The number of participants who secured employment during the reporting period. Full-time employment is defined as working on average at least 30 hours of service per week, or 130 hours of service per month.</p> <p>Regular part-time employment is defined as working at least half-time, but less than full-time. This means that a part-time employee is scheduled to work at least 18.75 hours per week in a 37.5 hours per week position, or at least 20 hours per week in a 40 hours per week position.</p> <p>Temporary employment is often given to cover for absent employees, temporary vacancies, or to fill gaps in a company's workforce. Employment can be through a temporary staffing agency or directly through the company. Temporary employment may be full or part-time.</p> <p>Self-report or staff ratings are the most likely data sources.</p>	<p>A. Number of program participants who possessed full-time employment during the reporting period</p> <p>B. Number of program participants who possessed regular part-time employment during the reporting period</p> <p>C. Number of program participants who possessed temporary employment during the reporting period</p> <p>C. Number of program participants who were unemployed during the reporting period</p>
6	Housing Status	<p>The number of participants who have secured housing.</p> <p>Self-report or staff ratings are the most likely data sources.</p>	<p>A. Number of program participants who successfully found housing during the reporting period</p>
7	Educational Attainment	<p>The number of participants who earned their high school diploma, GED, or advanced degree during the reporting period.</p> <p>Self-report or staff ratings are the most likely data sources.</p>	<p>A. Number of program participants who obtained high school diploma during the reporting period</p> <p>B. Number of program participants who obtained a GED during the reporting period</p> <p>C. Number of program participants who obtained an advanced degree during the reporting period</p>

2. Individual Data to Track (at a minimum) for recidivism outcomes:

#	Variable	Definition	Format/Response Options
1	Correctional_ID_Number	Unique identifier used by correctional authority to identify inmate, also known as commitment number or booking number. Assigned to inmate at time of commitment.	
2	Admission_Date	Most recent date of admission into correctional authority as a sentenced offender. If individual served time in jail prior to admission, use jail admission date. If individual was admitted on a parole or probation violation, use effective date of return.	mm/dd/yyyy (e.g. 04/05/2020)
3	First_Name	First name of program participant as referenced on court Mittimus.	
4	Last_Name	Last name of program participant as referenced on court Mittimus.	
5	DOB	Date of birth of program participant referenced on court Mittimus.	mm/dd/yyyy (e.g. 05/19/1973)
6	Sex	Sex of program participant as defined by the participant.	Male, Female, Transgender/Other
7	Gender	Gender of program participant as reported by the participant.	Male, Female, Transgender/Other (e.g. refers to self as "they",
8	Race	White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Black: A person having origins in any of the black racial groups of Africa. Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. Native American or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. Native Hawaiian or Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Other: A person who does not fall into one of the categories listed above. Refuse to Answer: A person who refuses to provide a racial background. Unknown: A person who is unsure of their racial background	Options: W - White B - Black (African American) A - Asian I - Native American or Alaskan Native (American Indian or Native Alaskan) HP – Native Hawaiian or Pacific Islander O – Other RA – Refused to Answer U – Unknown (unsure of racial background)
9	Hispanic_Ethnicity	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin", can be used in addition to "Hispanic or Latino".	Yes, No, Unknown
10	PCF_Number	The number assigned to an individual by the Massachusetts Probation Department; listed on the Board of Probation (BOP) report.	
11	SID	Fingerprint based identification number, sometimes called FBI# or SID#	
12	Program_Start_Date	Date when participant started the program	mm/dd/yyyy (e.g. 04/05/2020)
13	Program_Facility	Name of state or county correctional facility where participant is housed on program start date. Includes day reporting, halfway house, or other types of community correctional programs.	

#	Variable	Definition	Format/Response Options
14	RRA_Tool	Name of assessment tool used to measure participant's risk to recidivate	
15	RRA_Score	The participant's risk to recidivate assessment score	
16	Prison_Exit_Date	Date released from correctional authority by discharge from sentence, sentence expiration, court release, or parole release. Offender can be released to probation supervision.	Mm/dd/yyyy (e.g. 05/30/2020)
17	Release_Security_Level	Security level of offender at time of prison exit. Participant can be housed in minimum security facility but offender security level is pre-release; offender can be housed in medium security facility but security level of offender is maximum (held in segregation).	Specify security level used by correctional authority to designate person's particular housing situation.
18	Release Facility	Name of correctional facility at time of release from prison or county corrections. Includes day reporting, halfway house, or other types of community correctional programs.	
19	Release_Type	Type of release from correctional authority	Specify release type: Released to parole supervision; Released to probation supervision; Released to parole and probation supervision; Released without parole or probation supervision;
20	Program_Exit_Date	Date when participant exited program whether or not exit was terminated early.	mm/dd/yyyy (e.g. 11/25/2020)
21	Program_Exit_Reason	Reason for exit from program whether or not exit was considered a successful or an unsuccessful outcome.	

3. Recidivism Outcome Measures

#	Variable	Definition	Source	Format/Response Options
1	New_Arrestment_Date	Date of the first arrestment following the participant's prison exit date regardless of the outcome of the arrestment, or if the individual appeared in court or did not show.	Board of Probation CARI data	mm/dd/yyyy (e.g. 04/05/2021); leave blank if no new arrestment
2	New_Arrestment_Offense	The first offense listed for the arrestment should be categorized into an Offense Category as referenced below: Offense Drug - Massachusetts General Law (MGL) Chapter 94C Offenses; Offense Other - Miscellaneous offenses that are not clearly categorized into one of the other offense categories of Person, Property, Sex or Drug; Offense Person - Crimes Against the Person primarily MGL Chapter 265 offenses including assault and battery, kidnapping, manslaughter and murder; Offense Property - Crimes Against Property primarily MGL Chapter 266 offenses including arson, burglary and fraud; Offense Sex - Sex Offenses Against the Person consist of MGL Chapter 265 (Crimes Against the Person) and Chapter 272 offenses (Crimes Against Chastity, Morality, Decency and Good Order). Includes rape, unnatural acts, and indecent assault and battery on a child under 14.	Board of Probation CARI data	Leave blank if no new arrestment
3	New_Conviction_Date	Date of the first conviction following participant's prison exit date regardless if the individual appeared in court or did not show.	Board of Probation CARI data	mm/dd/yyyy (e.g. 05/20/2021); leave blank if no new conviction
4	New_Conviction_Offense	The first offense with a conviction finding (sentenced, time served, commitment, fine, probation/suspended sentence, guilty/guilty filed) following the participant's prison exit date. The first offense listed for the conviction should be categorized into an Offense Category as referenced below: Offense Drug - Massachusetts General Law (MGL) Chapter 94C Offenses; Offense Other - Miscellaneous offenses that are not clearly categorized into one of the other offense categories of Person, Property, Sex or Drug; Offense Person - Crimes Against the Person primarily MGL Chapter 265 offenses including assault and battery, kidnapping, manslaughter and murder; Offense Property - Crimes Against Property primarily MGL Chapter 266 offenses including arson, burglary and fraud; Offense Sex - Sex Offenses Against the Person consist of MGL Chapter 265 (Crimes Against the Person) and Chapter 272 offenses (Crimes Against Chastity, Morality,	Board of Probation CARI data	Leave blank if no new conviction

		Decency and Good Order). Includes rape, unnatural acts, and indecent assault and battery on a child under 14.		
5	New_Incarceration_Date	Date of the first incarceration following participant's prison exit date. Incarceration can be to a state, county or federal correctional facility for a new offense or a violation of parole or probation.	Board of Probation CARI data	mm/dd/yyyy (e.g. 05/20/2021); leave blank if no new incarceration
6	New_Incarceration_Offense	The first offense listed on the booking document for which incarcerated following the participant's prison exit date. The first offense listed for the incarceration should be categorized into an Offense Category as referenced below: Offense Drug - Massachusetts General Law (MGL) Chapter 94C Offenses; Offense Other - Miscellaneous offenses that are not clearly categorized into one of the other offense categories of Person, Property, Sex or Drug; Offense Person - Crimes Against the Person primarily MGL Chapter 265 offenses including assault and battery, kidnapping, manslaughter and murder; Offense Property - Crimes Against Property primarily MGL Chapter 266 offenses including arson, burglary and fraud; Offense Sex - Sex Offenses Against the Person consist of MGL Chapter 265 (Crimes Against the Person) and Chapter 272 offenses (Crimes Against Chastity, Morality, Decency and Good Order). Includes rape, unnatural acts, and indecent assault and battery on a child under 14.	Board of Probation CARI data	Leave blank if no new incarceration
7	Parole_Violation_Date	Date of the first parole violation following participant's prison exit date. Use the earlier of the parole violation or parole detainer date.	Parole Board or correctional authority	mm/dd/yyyy (e.g. 05/20/2021); leave blank if no parole violation
8	Parole_Violation_Type	Indicate whether the parole violation/detainer was issued for a technical reason (no new arrest) or a technical reason with a new arrest.	Parole Board or correctional authority	Leave blank if no parole violation
9	Probation_Violation_Date	Date of the first probation violation following participant's prison exit date. Use the earlier of the probation violation or probation detainer date.	Board of Probation CARI data	mm/dd/yyyy (e.g. 05/20/2021); leave blank if no probation violation
10	Probation_Violation	Indicate whether the probation violation was for a technical issue or for a technical issue with a new arrest.	Board of Probation CARI data	Leave blank if no probation violation